

**[YOUR NAME / COMPANY NAME]**

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

The Visa Section

[IMMIGRATION AUTHORITY / EMBASSY]

[CITY, COUNTRY]

**Subject: Invitation — Visit of [VISITOR FULL NAME], Passport No. [NUMBER]**

Dear Sir or Madam,

I, [HOST FULL NAME], [NATIONALITY], holder of passport number [PASSPORT NUMBER] and [EMIRATES ID / IQAMA / CIVIL ID] number [ID NUMBER], residing at [FULL RESIDENTIAL ADDRESS] and employed as [JOB TITLE] at [EMPLOYER] with a monthly salary of [AMOUNT], wish to invite [VISITOR FULL NAME], my [RELATIONSHIP — e.g. mother / brother / friend], [NATIONALITY], holder of passport number [PASSPORT NUMBER], to visit me in [COUNTRY].

The intended visit is from [ARRIVAL DATE] to [DEPARTURE DATE], for the purpose of [FAMILY VISIT / TOURISM / ATTENDING AN EVENT]. During the visit, [VISITOR FIRST NAME] will stay with me at my residence at the address above.

I confirm that I will be responsible for the visitor's accommodation and living expenses during the stay, and that [he/she] will depart the country before the expiry of the visa. Copies of my passport, residence visa, [ID], tenancy contract and salary certificate are attached in support of this application.

I kindly request your good office to grant the visit visa. Should you require further information, I can be reached at [PHONE / EMAIL].

Yours faithfully,

[Host Full Name]

Signature: \_\_\_\_\_

[Date]